

QUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE
NO.

202

PAGE
NO.

1.

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF PREVENTIVE MEDICINE

DIVISION OF MATERNAL AND CHILD HEALTH

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. GENERAL CORRESPONDENCE

Quantity: 5 drawers (7½ cubic feet)

Dates: 1946 - -

File Arrangement: subject and alphabetical therein

Annual Accumulation: 1 cubic foot

Disposable Amount: 3 cubic feet

Correspondence concerned with the functions of the Division. It is with Federal, State, local and other state agencies, parents, hospitals, schools, physicians, civic and professional organizations, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. MATERNAL AND CHILD HEALTH CLINIC REPORT (MONTHLY AND QUARTERLY)

Form No.: MCH - 32

Quantity: 1 drawer (1½ cubic feet)

Dates: 1947 - -

Annual Accumulation: 3 inches

Disposable Amount: ½ cubic foot

File Arrangement: Chronological

Statistical summaries of services rendered by the clinics, broken down by age groups. It is used in the preparation of the annual report and the annual report to the U.S. Public Health Service.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

John Whitridge, Jr. M.D.

Chief, Div. of Maternal & Child Health

11-16-55

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/8/55
Date

Archivist

DEC 13 1955

Date

Secretary